



February 21, 2017

KANSAS BULLETIN NO. KS300-17-34

SUBJECT: LTP–Review of EQIP and CSP Applications Prior to Obligation

Action required by: August 31, 2017 (Area Offices)

Purpose: To provide guidance regarding new quality assurance process designed to prevent recurring errors that result in improper payments or invalid obligations.

Expiration Date: September 30, 2017

Background: National Bulletins (NB) 300-17-3 and NB 300-17-10 requires state conservationists to implement a systematic quality assurance review of conservation plans and financially assisted applications to occur prior to contract obligation.

Supervisory District Conservationists (SDC) and District Conservationists (DC) will use the obligation review check list found in **Attachment 1 for Environmental Quality Incentives Program (EQIP) and Attachment 2 for Conservation Stewardship Program (CSP)** to review all approved applications. The SDC or DC will sign the checklist as certification to the Assistant State Conservationist for Field Operations (ASTC-FO) that the application is ready to be obligated. Prior to contract obligation, the ASTC-FO will review and sign all checklists to concur contract obligations are valid. This concurrence will be uploaded in Document Management System (DMS) for each contract.

The ASTC-FO will use the same checklist to perform a spot check of 5 percent of approved applications or a minimum of 3 approved applications per field office, whichever is greater. If deficiencies are found, the ASTC-FO will review additional approved applications to determine the extent of the issues found. Corrective action will be taken and guidance will be issued to eliminate deficiencies in the application process and prevent recurring errors that could result in improper payments or invalid contracts.

The ASTC-FO will provide 5 applications from their required spot-checks for the EQIP and CSP program manager to spot check. Program manager will report findings to the ASTC-FO prior to obligation of the contract.

The ASTC-FO will prepare a report listing each application spot checked, the deficiencies found, and the corrective measures taken. Reports will be submitted to the State Conservationist with copy provided to the Assistant State Conservationist for Programs by **August 31, 2017**.

(more)

DIST: A, F, S

SDC and DC will upload the following in the ProTracts DMS for **ALL** approved applications for EQIP, Regional Conservation Partnership Program (RCPP)/EQIP, and CSP in order to facilitate the required obligation review and spot checks:

Required Documentation	DMS-Category
Form NRCS-CPA-6: Conservation Technical Assistance Notes	Conservation Plan
Conservation Plan Maps	Conservation Plan
Comprehensive Nutrient Management Plan (CNMP) or Date CNMP will be completed (if needed)	Conservation Plan
Forest Management Plan (if needed)	Conservation Plan
Component Wildlife Plan & Assessment (if needed)	Conservation Plan
Component Grazing Plan & Resource Inventory (if needed)	Conservation Plan
Form NRCS-CPA-52: Environmental Evaluation Worksheet	Conservation Plan
Landowner Permission to install structural practices (if needed)	Correspondence
2 out of 5 year Irrigation History (if needed)	Correspondence
Evidence of Land Control	Correspondence
FSA Form 156EZ: Abbreviated 156 Farm Record	Correspondence
Obligation Checklist	Correspondence
Form NRCS-CPA-1200: Program Application - filled out completely, signed and dated	CPC
Form NRCS-CPA-1202: Program Contract - filled out completely, signed and dated	CPC
Form NRCS-CPA-1202 Appendix: Program Contract Appendix - signed and dated	CPC
Form NRCS-CPA-1155: Schedule of Operation - completed, signed and dated	CPC
System Award Management (SAM) Registration (if needed)	CPC
Ranking Worksheet from ProTracts	Evaluate
Signature Authority for Entity (if needed)	Signatory
Power of Attorney (if needed)	Signatory
Form SF-1199A: Direct Deposit	Vendor
Conservation Activity Evaluation Tool (CAET) (if needed)	Evaluate

Contact: Please forward questions, through established channels, to Joel A Willhoft (EQIP) or Kasey M Robinson (CSP), Resource Conservationists.

(signed)

ERIC B. BANKS
State Conservationist

Attachments